



**NOTICE TO CONSULTING FIRMS REGARDING A REQUEST FOR QUALIFICATIONS
FOR THE DESIGN OF THE COVINGTON PIKE SIGNAL SYSTEM PROJECT
PIN: 130765.00**

February 7, 2022

The City of Memphis, Division of Engineering, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of professional engineering consulting firms to provide various engineering services related to the design and preparation of final construction plans for the Covington Pike Signal System Project. This project will provide improvements to the Covington Pike corridor (Yale to Macon) by upgrading obsolete signal equipment, improving vehicle detection, implementing new ITS and connected vehicle technology, and enabling interconnected operation of traffic signals within the project limit. This project is being funded by the Congestion Mitigation and Air Quality (CMAQ) program as a Tennessee Department of Transportation (TDOT) Locally Managed Program. This project shall adhere to all applicable Federal and State regulations and requirements. The professional engineering consulting firms (**the Prime**) and all sub-consultants must be on TDOT's pre-approved list and **the Prime** must have unlimited status. **The Prime** must be registered with the City of Memphis Division of Engineering. Payment for services shall be lump sum. The scope of work may include, but not be limited to the following:

1. Producing complete, TDOT approved, construction plans including right of way, utility relocation, traffic control, and other plans as required.
2. Environmental Document Preparation
3. Complete coordination with TDOT leading to a "Notice to Proceed" to the Construction Phase
4. Coordinating design and construction plans with applicable utilities in order to secure applicable permits and clearances necessary to proceed to construction.
5. Cost estimate preparation
6. Bid package preparation and bid phase assistance
7. Right-of-Way Acquisition
8. Preparation of Technical Specifications
9. Technical assistance during the construction phase
10. Data collection
11. Traffic Signal Timing and Fine-Tuning
12. Construction Engineering and Inspection (CEI) services

Estimated Schedule of Performance of Work

- NEPA 04/2022 – 04/2023
- Design 05/2023 – 02/2024
- ROW 03/2024 – 07/2024
- Construction Begin 2025

To be considered, firms (or teams) must submit (4) bound copies with a Letter of Interest and "Statement of Qualifications" (SOQ) on 8 ½" x 11" sheets of paper (fold-out sheets permitted) to: **Mr. Randall Tatum, Administrator/City Traffic Engineer, Division of Engineering, 125 N. Main, Suite 668, Memphis, TN, 38103.** Submittals will not be returned. **SOQs not conforming to the required format will be rejected.** All letters of interest and SOQs must be received on or before **4:00 P.M. (Central Time), on Friday, March 4, 2022.**



Phase I Evaluation

The Letter of Interest must express an interest to be considered for the project and a completed TDOT Form DT0330 Part 1 – General Qualifications for the Prime and each sub-consultant. **The SOQ shall be no more than 30 pages (including the letter of interest).** The City of Memphis will evaluate each submission on the following criteria (relative weight):

- General background about the firm(s) – history, office locations, Prequalification with TDOT and/or the City of Memphis, etc. (10%)
- Past experience specific to Traffic Signal System Design and ITS Communication. (30%)
- Qualification (certifications) and availability of staff (30%)
- A list of projects with a similar size and scope as the proposed work. (20%)
- The proposing team meets or exceeds the Disadvantaged Business Enterprise (DBE) Goal (10%)

This project has a DBE goal of 8%. The City encourages the use of firms that are listed on TDOT's certified Disadvantaged Business Enterprise (DBE) list. The firm that is submitting the SOQ should either list that they are certified DBE firm or state the DBE firms they intend to use. The selected consultant must either meet the goal or show good faith efforts to meet the goal, consistent with the DBE program requirements at 49 C.F.R. 26.53.

Phase II Evaluation

From the SOQ, the City of Memphis Consultant Evaluation Committee will select three qualified firms to submit Phase II Statement of Qualifications. Firms submitting a Statement of Qualification shall provide a completed TDOT Form DT0330 Part 2 and shall address the following weighted selection criteria:

- The current amount of work the firm has under contract with TDOT and the City of Memphis. (10%)
- Detailed explanation of experience with Traffic Signal Systems, ITS Technology, ITS Communications, Traffic Signal Timing, and Fine-Tuning. (30%)
- A list of projects involving Traffic Signal Systems, ITS Technology/Communications, and Connected Vehicle Applications. The proposal team must provide a detailed explanation related to their role/involvement on these projects. (30%)
- Demonstrated ability to meet schedules without compromising sound engineering practice. (5%)
- Proposed project timeline and the degree to which sub-consultants will be involved. (5%)
- Technical approach – project understanding and approach. (10%)
- Evaluations on prior projects with TDOT and City of Memphis (10%)

The SOQs will be reviewed by a Consultant Evaluation Committee who will make a recommendation of the firm/team based on the submissions. If the Consultant Evaluation Committee cannot reach a consensus, the submitting firms/teams may be required to make a presentation to the Consultant Evaluation Committee and/or submit a more detailed SOQ. The City of Memphis reserves the right to reject any and all SOQ's, to waive any informality in SOQ's, and negotiate changes in the scope of services to be provided. All submitters will be advised when a selection has been made.



For additional details regarding the proposed services to be provided or questions about the submittal process contact Mr. Randall Tatum, P.E., (901) 636-6710, Randall.Tatum@memphistn.gov.

Information pertaining to TDOT prequalification procedures, list of pre-qualified firms and certified DBEs, TDOT's standard procurement policy, and additional information can be found at this internet address <http://www.tn.gov/tdot/topic/consultantinfo/>. Interested firms without internet access may obtain this information by calling Ms. Christine Smotherman at (615) 741-4460 or by email at Christine.Smotherman@tn.gov.

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex, creed or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority/women-owned firms are encouraged to respond to all advertisements by the City of Memphis. For information on DBE certification with TDOT, please contact Mr. David Neese at (615) 741-3681 or David.Neese@tn.gov. Details and instructions for DBE certification can be found at the following website: <http://www.tn.gov/tdot/topic/small-business/>.

The City of Memphis reserves the right to reject any and all proposals, accept proposals in part or whole, waive defects, informalities or minor irregularities in proposals or proposal process and to make proposals awards, as deemed, to be in its best interest. The City of Memphis is not responsible for delays occasioned by the U.S. Postal Services or any other means of delivery utilized by the proposer. Similarly, the City of Memphis is not responsible for, and will not open, any proposal responses that are received later than the date and time stated above.

Manny Belen, P.E.
City Engineer